

**Georgia Historical Records Advisory Board
Historical Records Project Grants**

Memorandum of Understanding -- Microfilming Services

This memorandum of understanding applies to microfilming services provided

to: _____ (repository)

by _____ (filmer).

The materials described below are being filmed under a grant from the Georgia Historical Records Advisory Board (GHRAB). The filming process will produce three sets of film as specified below:

1. **Camera master or Security Copy**, silver halide film which must be housed at the Georgia Archives.
2. **Print master or Duplicating Copy**, silver halide film, which may be housed at the repository or the microfilming facility.
3. **Reference or Use Copy**, diazo or vesicular film that will produce positive polarity, which must be housed at the repository.

Filmer agrees to:

1. Microfilm selected materials on 35mm film.
2. Perform all services so that the microfilm will meet technical and other standards as required by Georgia Law, as specified in *Standards for Microfilming Records*, September 2000, a publication of the Georgia Archives, available on the Georgia Archives web site, and as developed and approved by the American National Standards Institute (ANSI, and the Association for Image and Information Management. (AIIM).
3. Inspect microfilm for film quality including density, resolution, and readability, and certify that it meets the *Standards for Microfilming Records*, specified in item 2 above. Filmer will correct any deficiencies which result from filming errors. Any necessary retakes will be spliced on the front of the roll.
4. Exercise all appropriate procedures and care in handling materials. If materials seem likely to suffer damage as a result of microfilming, the Filmer will immediately consult with the Repository's representative and GHRAB Grant Staff before filming such materials.

Repository/Government agrees to:

1. Deliver material to Filmer at: _____ (address).
2. Prepare and deliver camera-ready materials to the Filmer:
 - Fasteners removed
 - Pages unfolded and flattened
 - Binders removed where appropriate
 - Materials in order for filming
 - Instructions for Filmer provided
 - Targets prepared and inserted in appropriate locations.

3. Provide bibliographic inspection of film
 - Travel to filming facility
 - Verify materials in order and no pages missing
 - Complete inspection forms as appropriate noting any deficiencies
4. Provide final inspection of film and retrieve original materials and film.
 - Upon notification of completion of filming and correction of any deficiencies, schedule final inspection and pick-up of materials during regular business hours.
 - Inspect original materials and verify that all are complete.
 - Inspect film to verify all deficiencies corrected.
5. Pay Filmer's invoice within 30 days of receipt.

Description of Materials to be Filmed:

Calculation of Costs of Filming:

Total Cost _____ **sets of microfilm @ \$**_____ **per set = \$**_____

FILMER

REPOSITORY

Signature

Signature

Name (printed or typed)

Name (printed or typed)

Organization (printed or typed)

Organization (printed or typed)

Date

Date